

POSITION DUTY STATEMENT

PM-0924 (REV 11/2017)

CLASSIFICATION TITLE Transportation Eng Tech	OFFICE/BRANCH/SECTION Office of CVO/Transportation Permits Issuance Branch	
WORKING TITLE Transportation Permit Writer	POSITION NUMBER 913-399-3175-xxx	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of a Senior Transportation Engineer, the incumbent works in the Transportation Permits Issuance Branch and performs complex technical work pertaining to transportation permits. Responsibilities may include: 1) act as a Permit Writer (single trip, annual, repetitive or variance permits) for processing applications for extra-legal vehicles and/or loads to travel on State highways, 2) act as a Construction/Maintenance Liaison by keeping the program's database current with restrictions that affect permit routing, 3) double check the work of others, 4) act as a leadworker, and 5) assist supervisors with reviewing and updating Caltrans' permit policies, best operating practices, and permits processing software.

CORE COMPETENCIES:

As a Transportation Eng Tech, the incumbent is expected to develop the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, and Goals.

- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety and Health - Integrity)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (System Performance - Teamwork)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Organizational Excellence - Commitment)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety and Health, Sustainability, Livability and Economy - Commitment)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Stewardship and Efficiency/Organizational Excellence - Integrity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (System Performance - Commitment, Teamwork)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Organizational Excellence - Commitment, Teamwork)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety and Health - Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (System Performance - Innovation)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety and Health, System Performance - Commitment)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (System Performance - Teamwork)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives and completion dates are met. Documents and reports on work progress. (Safety and Health - Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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45%	E	Analyze all types of transportation permit applications (single trips, Single Trip and Application Routing System (STARS), annual, repetitive and variance permits) to determine if the vehicle and/or load are correctly described and eligible for a permit. Analyze the ability of the hauling vehicle combination to accommodate the load, checks the allowable loading, and determines the permit weight classification. Research proposed route to ensure that it can accommodate the extra-legal features of the load. Coordinate intra-regional moves with local agencies. Record the approved route, special conditions and escort requirements on the permit, sign or stamp the permit as the authorized state representative, and return approved permit to the permittee. Double checks permits written by program technicians and assist them with more complex permit tasks.
35%	E	Access, analyze, and interpret the Lane Closure System (LCS) database, review vertical and horizontal clearance diagrams, coordinate with several staff (resident engineers, encroachment engineers, construction and maintenance supervisors and contractors) and complete Change Request Forms to update the CalRoute database with construction and maintenance restrictions, and vertical and horizontal clearance changes. The CalRoute database is used by all the permit writers to develop routes for extralegal loads. Informs the Transportation Permits database administrator of long-term restrictions and new highway alignments and relinquishments.
10%	E	May act as a leadworker and perform the following duties: 1) provide basic on-the-job training for assigned duties, 2) assign tasks within the work assignment, 3) review work, and 4) attempt to resolve conflicts that arise as a result of workflow or procedures
5%	E	Assists applicants and permit services companies in determining alternate routing or proposed routing of future moves. Confer with the California Highway Patrol and local law enforcement in the interpretation of the Permit Conditions and extralegal size and weight issues. Provides permit training for permit services companies and local agencies.
5%	M	Prepare correspondence, spreadsheets, etc. for management. Answer questions from the public regarding permit policies and issues. Occasionally work in the field regarding permit business. Assist supervisors with reviewing and updating Caltrans' permit policies, best operating practices, and permits processing software. Perform special assignments as directed by the Office and Branch Chief within the Office of Commercial Vehicles.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May act as a leadworker of peers and program technicians.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Have sufficient knowledge of the California State Highway System and local highway networks to route vehicles from origin to specific destination.
- Have knowledge of heavy hauling equipment and heavy construction equipment.
- Possess sufficient engineering knowledge to understand the reasoning and the need for bridge classifications and be able to apply this knowledge to vehicle loads.
- Be able to read and interpret information on project plans.
- Have the ability to scrutinize, interpret, and apply policies and procedures to specific situations.
- Have sufficient engineering background to effectively communicate technical problems involving the Transportation Permits Program.
- Be able to use a computer and have working knowledge of Windows operating systems and various Microsoft software applications (Word, Excel) and web based applications.
- Have the ability to work cooperatively and communicate effectively (orally and in writing) with the public, customers, co-workers, and other transportation partners.
- Have the ability to analyze complex, technical situations and take effective action.
- Be able to determine safe routes for vehicles/loads.
- Be able to recognize when applicants are attempting to circumvent permit requirements, and take appropriate action.
- Have the ability to analyze, interpret, and apply policies and procedures to understand individual roles and responsibilities.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for determining and verifying routes for the safe movement of permit vehicles and loads on State highways. Poor decisions and errors in judgment could result in injuries or fatalities to the traveling public, damage to State highway facilities and increased costs to haulers and/or their clients.

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PUBLIC AND INTERNAL CONTACTS

This incumbent has constant and extensive contact with the public (primarily transporters and permit service personnel). The incumbent must maintain cooperative relationships with customers, Caltrans personnel, various law enforcement agencies, city and county transportation permits staff, etc.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The Incumbent may be required to sit for a long period of time using a keyboard and video display terminal. The incumbent must be able to develop and maintain cooperative working relationships, deal effectively with pressure, adapt to changing priorities, maintain focus and intensity, remain optimistic and persistent even under adversity, open to change and new information, adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles, complete tasks/projects within a short time frame, behave in a fair and ethical manner toward others, demonstrate a sense of responsibility and commitment to public services, value cultural diversity and other individual differences in the workforce. Bending, stooping, and pulling and occasionally moving boxes weighing less than 25 pounds may be required within the normal course of performing some of the responsibilities associated with this position.

WORK ENVIRONMENT

The work days are Monday through Friday; the work hours will be set between 7:00 am and 5:00 pm. The incumbent will be required to work during times of "national emergencies and/or natural disaster". Vacations may not be granted during peak times.

The incumbent spends most of the time working in a cubicle within a shared room in a climate-controlled office with artificial lighting. Due to periodic problems with the heating and air conditioning the building temperature may fluctuate.

Occasionally, employees may be required to travel and work outdoors and be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE

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